

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Labor Program Specialist II**

**Class Code: 010941**

**Pay Grade: GK**

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### **A. Purpose:**

The Labor Program Specialist II holds the responsibilities of the Labor Program Specialist I, but also proactively develops and implements plans for improvement of service delivery and workforce programs through leadership of project development and implementation, coordinated service delivery efforts with other workforce programs, and oversight of inter-agency agreements and partnerships.

### **B. Distinguishing Feature:**

The Labor Program Specialist II Identify and lead implementation of a **vision** for employment and labor program service delivery, program integration, and partnerships for the betterment of performance outcomes and services to DLR customers. This position also oversees competitive grants, inter-agency agreements, and/or leads partnerships or integrated program models that require complex coordinated efforts.

The Labor Program Specialist I implement and monitor employment and labor programs by providing technical advice and training, maintaining information validity and program integrity, and ensuring compliance with federal and state regulations and reporting requirements. The positions develops systems and procedures, analyze data, recommend operational and policy changes, and monitor and train field staff in a specific program area within the department.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. All duties outlined in the **Labor Program Specialist I** Class Specification
2. Develop, write, and submit **competitive grants** for funding workforce development programs and projects to align with current strategies and under the mission of DLR and vision of the Director of Workforce Development.
  - a. Complete modifications and other grant requirements to remain compliant once awarded.
  - b. Understand fiscal and reporting needs of the grant and how to integrate with current systems and process to fulfill needs.
  - c. Understand needs and abilities to develop goals and desired outcomes.
  - d. Manage and implement projects to fulfill grant goals.
  - e. This does not include "formula" funded grants.
3. Oversight of **sub-recipient agreements and contracts**
  - a. Ensure compliance with grant requirements among **sub-recipients**, contractors, and DLR staff.
  - b. Direct **sub-recipients** and monitor grant processes to ensure alignment with state laws and federal regulation and compliance with agreements.
  - c. Manage **Request for Proposal** process in compliance with state laws and federal regulations:

- i. public notice, solicitation, applicants' conference, written responses, scoring rubric, demonstrated effectiveness, Budget Review Checklists, and grant-award notification.
  - d. Implement agreements and **contracts in compliance with state laws and federal regulations**:
    - ii. Draft agreements and contracts to meet grant goals and scope of work of the proposal.
    - iii. Effectively complete the process to enact and renew contracts and agreements with DLR Labor and Management and Administrative Services.
    - iv. Track agreements for timely renewals and seek continuously improvement operations and administration.
    - v. Develop and carry out monitor process.
- 4. Implementation, maintenance, and oversight of **inter-agency agreements** where DLR is the sub recipient or contractor
  - a. Working in partnership with job service office managers to implement requirements of the grantor.
  - b. Establish and maintain ongoing reporting for data integrity and continuous communication with grantor to ensure implementation.
  - c. Intertwining of requirements to complement other workforce programs.
  - d. Implement agreements and **contracts in compliance with state laws and federal regulations**:
    - i. Draft agreements and contracts to meet grant goals and scope of work of the proposal.
    - ii. Effectively complete the process to enact and renew contracts and agreements with DLR Labor and Management and Administrative Services.
    - iii. Track agreements for timely renewals and seek continuously improvement operations and administration.
    - iv. Develop and carry out monitor process.
- 5. Lead elevated mutually beneficial **partnerships**:
  - a. Incorporate integrated service delivery and referral processes with partner programs
  - b. Evaluate current trends and data to anticipate needs and workforce challenges.
  - c. Navigate and develop partner relationships to lead collaboration and execution on a solution.
  - d. Assess how to access and integrate partner program data for referral processes and reporting needs
  - e. Initiate **research and relationships** to integrate partner programs into DLR workforce programs to provide cohesive services to customers.
  - f. Design and implement delivery model based on desired outcomes, using clear guidance and policy, in line with.
    - i. capacity staff, customers, and partner along with and local-level needs.
    - ii. Overall agency vision and customer needs.
    - iii. Partner program limitations and resources.
    - iv. Precedence and current processes.
  - g. Actively adjust model to needs of program requirements and customers.
- 6. Awareness of **communication** needs to sub-recipients, contractors, partners, colleagues, and internal staff:
  - a. Understanding the structure of internal communication systems and implementing content and solutions that align with DLR vision.
  - b. Understanding the internal organizational structure, role of colleagues, and the ability to collaborate across divisions and teams in alignment.

- c. Ability to review public content and understand needed edits for appropriate language for public consumption.
  - d. Marshall appropriate resources to complete tasks.
- 7. Lead data evaluation efforts by:
  - a. Establishing methods to collect data to meet reporting requirements.
  - b. Evaluation of data to identify areas for improvement.
  - c. Utilize data to identify and implement solutions to align with grant goals.
  - d. Coordination with other agencies, divisions, and contractors.
- 8. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Director or Administrator and may supervise or act as a lead worker over other staff.

#### **E. Challenges and Problems:**

Challenges include those identified in the Labor Program Specialist I and:

- Influence those in other agencies or contractors.
- Coordinating and understanding a broad customer base beyond internal staff and Job Service customers.
- Contract and agreement management.
- Elevated coordination of communication to those impacted by program adjustments.
- Handling difficult situations in a tactful manner.
- Making unpopular, but necessary or impactful, decisions and leading forward with implementation by DLR staff, subrecipients, contractors, and partner agencies.
- Awareness and implementation of communication strategies that meet the needs both internal and external users.

#### **F. Decision-making Authority:**

Decision-making authority includes those identified in the Labor Program Specialist I and:

- Decisions include determining overall compliance with grant and program objectives, developing major policy and resource recommendations, and determining grant procedures and related budgetary matters within the assigned program.
- Terms and conditions, fiscal determinations of agreements and contracts.
- Communicating difficult situations with subrecipients, contractors, and other agencies.

Decisions referred include final budgets, final agreements, program changes, impacts to staffing

#### **G. Contact with Others:**

Daily contact with local or field program staff to discuss processes and procedures, provide information on changes to programs, and to offer technical assistance; daily

contact with the public, claimants, or employers to give or receive information; daily to weekly contact with department administration to discuss projects, planning and training; daily to weekly contact with other divisions or agencies to provide program direction and lead collaboration on program development; daily to weekly contact with other agencies' staff and directors to serve as program liaison and to provide planning and technical assistance; and monthly contact with federal offices to coordinate, plan, give, and obtain program information.

#### **H. Working Conditions:**

Typical office environment.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- state and federal rules and regulations pertaining to the appropriate program;
- resources available for the specific program;
- communication needs and alignment with agency strategies and systems;

Ability to:

- identify workforce programs and seek out creative solutions with program parameters to resolve workforce challenges;
- implement vision for service delivery, program integration, and partnerships;
- proactively anticipate changes and implement adjustments to programs;
- communicate effectively with supervisor on proposed and upcoming changes.
- communicate with peers and contractors/sub-recipients on program impacts
- analyze the effectiveness of services and programs;
- interpret and apply complex regulations and procedures to specific programs;
- communicate information clearly and concisely;
- use a Microsoft Office365 suite;
- supervise;
- develop and implement program specific training and orientation;
- deal tactfully with others;
- speak in public to groups or individuals;
- make consistent decisions.